

Refrigerated Display Cabinet Maintenance Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	slippery floor, incorrect tools	3H	<ul style="list-style-type: none"> - Ensure the floor is dry and clean before starting. - Use appropriate signage to warn of wet floors. - Verify the availability of correct tools and equipment. - Conduct a pre-start briefing to identify potential risks. - Keep work area well-lit. - Conduct a risk assessment before commencing tasks. - Designate a safety officer to oversee operations. - Ensure workers are trained in tool use and safety. - Store tools safely when not in use. - Check tools for damage before use. 	2M
2. Disconnect Power	electric shock, unscheduled power activation	4H	<ul style="list-style-type: none"> - Use lockout/tagout (LOTO) procedures. - Train workers in electrical safety. - Ensure the main power source is clearly identified. - Use insulated gloves and tools. - Verify power disconnection with a multimeter. - Conduct regular electrical safety audits. - Maintain up-to-date electrical hazard signage. - Use lockout devices on circuit breakers. - Inform all staff about ongoing maintenance. - Make the LOTO kit accessible to workers. 	2M
3. Remove Display Components	cuts from sharp edges, strain injuries	3H	<ul style="list-style-type: none"> - Use personal protective equipment (PPE) such as gloves. - Follow manual handling techniques to avoid strains. - Provide lifting aids like dollies or trolleys. - Use tools designed for component disassembly. - Train staff in safe removal practices. - Maintain clear pathways to keep space hazard-free. - Ensure all staff involved are aware of procedures. - Keep first aid kit nearby. 	2M

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			<ul style="list-style-type: none"> - Stabilize components before removal. - Limit weight of components lifted manually. 	
4. Inspect Refrigeration Unit	exposure to refrigerant gases, sharp edges	3H	<ul style="list-style-type: none"> - Wear appropriate PPE (goggles, gloves, respirator). - Ensure proper ventilation. - Use proper lifting techniques. - Avoid contact with sharp edges. - Follow manufacturer's instructions. - Use appropriate tools. - Avoid contact with moving parts. - Lock out/tag out equipment. - Keep work area clean and organized. - Use caution when working with electrical components. - Avoid contact with hot surfaces. - Use proper disposal methods for refrigerant. - Follow safety protocols for handling hazardous materials. - Use proper storage for tools and equipment. - Avoid contact with open flames. - Use proper fire extinguishing techniques. - Keep fire extinguisher nearby. - Avoid contact with electrical wires. - Use proper grounding techniques. - Avoid contact with high voltage. - Use proper safety distance. - Avoid contact with moving parts. - Lock out/tag out equipment. - Keep work area clean and organized. - Use caution when working with electrical components. - Avoid contact with hot surfaces. - Use proper disposal methods for refrigerant. - Follow safety protocols for handling hazardous materials. - Use proper storage for tools and equipment. - Avoid contact with open flames. - Use proper fire extinguishing techniques. - Keep fire extinguisher nearby. - Avoid contact with electrical wires. - Use proper grounding techniques. - Avoid contact with high voltage. - Use proper safety distance. 	1L
5. Clean Interior	chemical exposure, slip hazards	3H	<ul style="list-style-type: none"> - Wear appropriate PPE (goggles, gloves, respirator). - Ensure proper ventilation. - Use proper cleaning techniques. - Avoid contact with sharp edges. - Follow manufacturer's instructions. - Use appropriate tools. - Avoid contact with moving parts. - Lock out/tag out equipment. - Keep work area clean and organized. - Use caution when working with electrical components. - Avoid contact with hot surfaces. - Use proper disposal methods for refrigerant. - Follow safety protocols for handling hazardous materials. - Use proper storage for tools and equipment. - Avoid contact with open flames. - Use proper fire extinguishing techniques. - Keep fire extinguisher nearby. - Avoid contact with electrical wires. - Use proper grounding techniques. - Avoid contact with high voltage. - Use proper safety distance. - Avoid contact with moving parts. - Lock out/tag out equipment. - Keep work area clean and organized. - Use caution when working with electrical components. - Avoid contact with hot surfaces. - Use proper disposal methods for refrigerant. - Follow safety protocols for handling hazardous materials. - Use proper storage for tools and equipment. - Avoid contact with open flames. - Use proper fire extinguishing techniques. - Keep fire extinguisher nearby. - Avoid contact with electrical wires. - Use proper grounding techniques. - Avoid contact with high voltage. - Use proper safety distance. 	2M
6. Inspect Electrical Components	electrical shock, fire risk	4A	<ul style="list-style-type: none"> - Wear appropriate PPE (goggles, gloves, respirator). - Ensure proper ventilation. - Use proper inspection techniques. - Avoid contact with sharp edges. - Follow manufacturer's instructions. - Use appropriate tools. - Avoid contact with moving parts. - Lock out/tag out equipment. - Keep work area clean and organized. - Use caution when working with electrical components. - Avoid contact with hot surfaces. - Use proper disposal methods for refrigerant. - Follow safety protocols for handling hazardous materials. - Use proper storage for tools and equipment. - Avoid contact with open flames. - Use proper fire extinguishing techniques. - Keep fire extinguisher nearby. - Avoid contact with electrical wires. - Use proper grounding techniques. - Avoid contact with high voltage. - Use proper safety distance. - Avoid contact with moving parts. - Lock out/tag out equipment. - Keep work area clean and organized. - Use caution when working with electrical components. - Avoid contact with hot surfaces. - Use proper disposal methods for refrigerant. - Follow safety protocols for handling hazardous materials. - Use proper storage for tools and equipment. - Avoid contact with open flames. - Use proper fire extinguishing techniques. - Keep fire extinguisher nearby. - Avoid contact with electrical wires. - Use proper grounding techniques. - Avoid contact with high voltage. - Use proper safety distance. 	2M

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7. Component Replacement	incorrect installation, damage to components	3H		2M
8. Reconnect Power	electric shock, electrocution	4A		2M
9. Test Operational Functionality	unexpected machinery operation, control system faults	3H		1L

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10. Restore Display Components	strain injuries, incorrect reassembly	3H		2M
11. Final Inspection	missed components, improper functioning	2M		1L
12. Documentation	incomplete records, data entry errors	2M		1L

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13. Clean Up Work Area	trip hazards, leftover debris	2M		1L
14. Feedback and Continuous Improvement	overlooking improvement areas, communication gaps	2M		1L
15. Regular Training and Updates	outdated procedures, poor skill maintenance	3H		1L

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SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.